

Training Line Office - Training Program Office #2 -
Building-wfo

FCI: 0.1173

Substructure - Footings and Foundation

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The [footings and foundation](#) refer to the entire substructure of a building. The substructure is that part of a building below the first floor and/or framing, upon which the entire building rests.

The following questions are meant to assist in the assessment of the condition of the facility's footings and foundation:

1. If the footings and/or foundation are inaccessible and/or cannot be assessed please check here and move to the question on the next page:



2. The square footage of visible area of concrete footings and foundation requiring crack repair and or spalling (where the concrete has chipped off) work is:

3. The work associated with the condition of the building's footings and foundations should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

4. Comments:

Training Line Office - Training Program Office #2 -
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FCI: 0.1173

Basement Walls

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The term [basement wall](#) in this context refers to the vertical structural elements at the basement ground floor level. The vertical structural elements include perimeter walls, corridor walls that appear to be structural, and elements such as columns.

The following questions are meant to assist in the assessment of the condition of basement walls in your facility:

1. If there are no basement walls or if the basement walls are inaccessible and/or cannot be assessed, please check here and proceed to the question on the next page:

☒

2. The square foot area of visible area feet of concrete basement walls requiring crack repair and or spalling (where the concrete has chipped off) work is:

3. The square foot area of brick, masonry, or stone basement wall(s) requiring crack repair, re-pointing, resetting and or sealing is:

☐

Not Applicable

Repair Brick Basement Walls

Repair Concrete Masonry Unit (CMU) Basement Walls

Repair Stone Basement Walls

Replace Portion Of Brick Wall - Make Watertight

Replace Portion of Concrete Masonry Unit Wall - Make Watertight

4. The work associated with the condition of the building's basement walls should be performed:

☐

Severity Index 1: Threat is immediate to next twelve months

☐

Severity Index 2: Short term threat within thirteen to thirty five months

☐

Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

5. Comments:

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FCI: 0.1173

Floor and Roof Deck

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Floor and Roof Deck Construction](#) represents the horizontal division between two stories of a building.

Note: Surfaces are often covered by materials such that the deck may not be easily observed. Please make an effort to look in closets, mechanical rooms, electrical rooms, etc. to observe conditions as best you can.

The following questions are meant to assist in the assessment of the condition of floor and roof construction in your facility:

1. If the Floor or Roof Deck Construction is inaccessible and/or cannot be assessed please check here and proceed to the question on the next page:

☐

2. The square foot area of visible **concrete** floor or roof deck requiring crack repair and spalling (where the concrete has chipped off) work is:

0

3. The square foot area of **wood** floor or roof deck construction requiring replacement is:

0

4. The work associated with the condition of the building's floor and roof construction should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

5. Comments:

Training Line Office - Training Program Office #2 -
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FCI: 0.1173

Exterior Walls

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Exterior walls](#) refer to an outer wall or vertical enclosure of a structure.

The following questions are meant to assist in the assessment of the condition of the facility's exterior walls:

1. The square foot area of the following exterior wall types requiring [re-pointing](#) is:

☐ Not Applicable

[Brick Veneer Or Brick](#)

[Concrete Block](#)

[Stone](#)

[Stone Veneer](#)

100 [Precast Concrete Panels](#)

2. The square foot area of brick veneer, brick, concrete block, stone, stone veneer or [poured in place concrete](#) exterior walls requiring **crack and or spalling** (where the concrete has chipped off) **repair** work is:

100

3. The square foot area of **wood siding** requiring **repair** work such as crack repair and or minor board replacement is:

0

4. The square foot area of exterior wall types requiring **replacement** (not addressed in Question # 2 or #3 above) is:

☒ Not Applicable / No Cost to Repair

[Wood Siding](#)

[Vinyl Or Aluminum Siding](#)

[EIFS \(Exterior Insulation and Finish System\)](#)

[Metal Clad Siding](#)

5. The square foot area of brick veneer, brick, concrete block, poured in place concrete, wood, vinyl or aluminum exterior walls requiring **cleaning** i.e. dirt, graffiti, mold, etc. (not addressed in Question # 2, #3 or #4 above) is:

0

6. The square foot area of brick veneer, brick, concrete block, poured in place concrete or wood **exterior walls** requiring **painting and or waterproof sealing** (not addressed in Question # 2, #3, #4 or #5 above) is:

0

7. The **lineal feet** of wood exterior **trim** requiring **painting and or waterproof sealing** (not addressed in Question # 2, #3, #4, #5 or #6 above) is:

8. **Sealants** are flexible, natural or synthetic electrometric materials that are used to join components or fill gaps between seams or on surfaces and prevent infiltration of unwanted material or moisture on the exterior of buildings. A common name for sealants is "caulk" or "caulking".

If your building utilizes sealants on exterior surfaces or components, does any sealant show signs of cracking, shrinking, or dislodging from the spaces they are intended to protect?

How many **lineal feet** of sealant should be repaired or replaced.

9. The work associated with the condition of the building's exterior walls should be performed:
- ☒ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

10. Comments:

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FCI: 0.1173

Exterior Windows

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Exterior windows](#) refer to a glazed (glass) opening in an external wall to admit light and air.

The following questions are meant to assist in the assessment of the condition of the facility's exterior windows. You may not be able to view the exterior condition of each window. If this is the case please extrapolate from the conditions of the windows that you are able to observe:

1. The **square foot area** of the following exterior window types requiring repair, refinish, or replacement:

Note: The following are the definitions of what is included for each service:

Repair	Remove and replace gaskets and any misc. hardware replacement
Refinish	Prepare window for painting then paint window, primer & 1 coat finish
Replacement	Remove and replace sealant and remove the install new window w/ frame & glazing. The evaluation for replacement would be determined by one or more of the following criteria: <ul style="list-style-type: none"> * Movable windows that cannot be operated * Movable windows that are difficult to open and /or do not remain open * Rotted wood * Weather-stripping has failed (air leaks past) * Heavily corroded * Warped frame

☒ Not Applicable (proceed to the question on the next page)

- | | |
|--|---|
| | Aluminum Window Repair |
| | Aluminum Window Replacement |
| | Steel Window Refinish |
| | Steel Window Repair |
| | Steel Window Replacement |
| | Vinyl Window Replacement |
| | Wood Window Refinish |
| | Wood Window Repair |
| | Wood Window Replacement |

2. The work associated with the condition of the building's exterior windows should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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FCI: 0.1173

Exterior Doors

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Exterior doors](#) are movable elements, in an outer wall or vertical enclosure that allow easy conversion between an opening and a closed wall. For the purposes of this questionnaire, it is assumed that the approximate size of a single passage door in your facility is approximately 3 feet x 7 feet. Therefore, if your facility has double doors, you must count a quantity of "2" for each set of double doors.

The following questions are meant to assist in the assessment of the condition of the facility's exterior doors:

1. The **quantity** of exterior doors requiring **repair** work such as painting (refinishing), caulking, alignment, hinge replacement and/or lock repair is:

4

2. The **quantity** of the following door types requiring **replacement** due to lack of operability, security:

☐ Not Applicable

0

Wood passage

0

[Aluminum](#) passage

0

[Steel](#) passage

2a. The **square foot area** of the following door types requiring **replacement** due to the lack of operability, security:

0

Overhead Steel Roll-Up, without motor

0

[Steel Door, Powered Overhead Roll-Up](#)

0

[Wooden Door Powered Overhead Roll-Up](#)

3. The work associated with the condition of the building's exterior doors should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

4. Comments:

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Roofing

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

A [roof](#) is comprised of a material used to cover the roof framing, or roof deck of a building, that prevents the ingress of weather into the building interior.

The following questions are meant to assist in the assessment of the condition of the facility's roof:

1. The square foot area of the following [Sloped/pitched roof](#) types requiring replacement is:

☒ Not Applicable

	Asphalt Shingles
	Standing Metal Seam
	Slate or Synthetic Slate
	Clay Tile

2. The square foot area of the following **Flat roof** types requiring replacement is:

☒ Not Applicable

	Adhered Membrane
	Ballasted Membrane
	Pavers
	Built-up Tar
	Concrete Roof Panel

3. The **lineal feet** of roof requiring **flashing** (flashing is metal used to reinforce and weatherproof the joints and angles of a roof) is:

0

4. The work associated with the condition of the building's roof should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

5. Comments:

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Training Line Office - Training Program Office #2 -
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Fire Separation Barriers

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Fire separation barriers](#) refer to walls, partitions or floors having a fire resistance rating. Penetrations (piping, wiring, etc.) that pass through through fire separation barriers (i.e. fire rated building components) are required to be sealed such that there are no openings, gaps or spaces.

Note: The fire rated walls in a facility are usually those around stairwells, elevator shafts, and major corridors in the building used for egress. Generally speaking, doors in these areas will have a metal tag on the doors edge indicating it's fire rating, therefore, it is probably installed in a fire rated wall or partition. Mechanical and Electrical rooms typically have numerous penetrations through fire separation barriers because of the piping, ducts and conduit originating from those spaces. Other areas where fire separation barriers should be observed for integrity are walls, ceilings and floors in LAN rooms, Telephone rooms and Computer rooms.

The following questions are meant to assist in the assessment of the condition of the facility's fire separation barriers:

1. The quantity of unsealed penetrations of the following sizes through fire separation barriers (fire rated walls, partitions or floors) are:

☒ Not Applicable (proceed to the question on the next page)

Openings, gaps or spaces around penetrations **up to 6 inches** in size.

Openings, gaps or spaces around penetrations **larger than 6 inches** in size.

2. The work associated with the condition of the building's fire separation barriers should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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FCI: 0.1173

Interior Doors

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Interior doors are movable members, or segments, in an interior wall or vertical enclosure allowing access between spaces within a building. For the purposes of this questionnaire, it is assumed that the approximate size of the doors in your facility is 3 feet by 7 feet. Therefore, if your facility has double doors, you must enter a **quantity** of "2" for those doors.

The following questions are meant to assist in the assessment of the condition of the facility's interior doors:

1. The **quantity** of interior doors requiring repair work such as painting, caulking, alignment, hinge replacement and or lock repair is:

0

2. The **quantity** of the following door types requiring replacement due to damage or inoperability is:

☒ Not Applicable

Aluminum

Steel

Galvanized

Wood

Glass

3. The total **square foot area** of roll-up style doors requiring **replacement** due to damage or inoperability is:

0

4. The work associated with the condition of the building's interior doors should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

5. Comments:

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Training Line Office - Training Program Office #2 -
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FCI: 0.1173

Stair Finishes

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Products or materials applied to the interior stair construction to provide a desired appearance are known as [stair finishes](#).

The following questions are meant to assist in the assessment of the condition of the facility's stair finishes:

1. The **linear feet** of concrete stair surface requiring crack and or spalling (where the concrete has chipped off) repair work is:

0

2. The **square foot area** of the following stair finishes requiring replacement/refinishing is:



Not Applicable

Carpeting

Vinyl Sheet Good

Acrylic Or Coating; This Includes Paint

Rubber Molded Treads & Risers

Vinyl Molded Treads & Risers

3. The work associated with the condition of the building's stair finishes should be performed:



Severity Index 1: Threat is immediate to next twelve months



Severity Index 2: Short term threat within thirteen to thirty five months



Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

4. Comments:

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Interior Wall Finishes

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Products or materials applied to interior wall surfaces to provide a desired appearance are known as [wall finishes](#).

The following questions are meant to assist in the assessment of the condition of the facilities wall finishes:

1. The **square foot area** of the following wall surfaces requiring replacement/refinishing is:

☐ Not Applicable (proceed to the question on the next page)

2000	Paint (Oil or Latex)
	Vinyl Wall Covering
	Wood
	Fabric Covering
	Epoxy Coating
	Urethane Clear Coat
	Ceramic Tile

2. The work associated with the condition of the building's wall finishes should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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Interior Floor Finishes

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Products or materials applied to floor surfaces to provide a desired appearance are known as [floor finishes](#) .

The following questions are meant to assist in the assessment of the condition of the facility's floor finishes:

1. The **square foot area** of the following floor finishes requiring replacement/refinishing is:

- ☒ Not Applicable (proceed to the question on the next page)
- | | |
|-------------------------|--|
| a. <input type="text"/> | Sqft. -- Carpet Tile replacement |
| b. <input type="text"/> | Sqft. -- Carpet replacement |
| c. <input type="text"/> | Sqft. -- Vinyl Composition Tile |
| d. <input type="text"/> | Sqft. -- Sealed or Painted Concrete |
| e. <input type="text"/> | Sqft. -- Terrazzo |
| f. <input type="text"/> | Sqft. -- Marble or Stone |
| g. <input type="text"/> | Sqft. -- Ceramic or Quarry Tile |
| h. <input type="text"/> | Sqft. -- Sheet Goods |
| i. <input type="text"/> | Sqft. -- Rubber Flooring |
| j. <input type="text"/> | Sqft. -- Raised (Computer Room) Flooring |

2. Are carpets and rugs free of tears and trip hazards?

- ☒ Yes
- ☐ No **Lineal feet** of tears or trip hazards.

3. The work associated with the condition of the building's floor finishes should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

4. Comments:

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FCI: 0.1173

Ceiling Finishes

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Products or materials applied to interior ceiling surfaces to provide a desired appearance are known as [ceiling finishes](#).

The following questions are meant to assist in the assessment of the condition of the facility's ceiling finish(s):

1. The **square foot area** of the following ceiling to be repaired/replaced:

☒ Not Applicable (proceed to the question on the next page)

<input type="text"/>	Suspended Acoustical
<input type="text"/>	Sheetrock
<input type="text"/>	Plaster
<input type="text"/>	Metal
<input type="text"/>	Concealed Spline Acoustical Tiles
<input type="text"/>	Painted
<input type="text"/>	Decorative Plaster
<input type="text"/>	Wood

2. The work associated with the condition of the building's ceiling finishes should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat thirteen to thirty five months
- ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

<input type="text"/>	<input type="text"/>
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FCI: 0.1173

Elevators

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

An [elevator](#) uses a "car" or platform that moves within a shaft or guides and is used for the vertical hoisting and/or lowering of people or material between two or more floors of structure. [Elevators](#) are usually electrically powered although some short-distance elevators (serving fewer than six or seven floors) are powered hydraulically. You may be able to determine the type of elevator as follows:

A **traction** elevator has a large electric motor which it drives a large wheel with cables on it. This equipment is generally located in a room/penthouse above the elevator shaft.

A **hydraulic** elevator has a pump and hydraulic oil reservoir located in a room near the bottom of the elevator shaft. The hydraulic elevator tends to be slow and is usually limited to 4 floors.

Elevators should be considered for replacement if they have:

- Exceeded 35 years of service per BOMA, (Building Owners & Managers Association).
- There has been a need for significant amount of maintenance and/or equipment failure which has occurred and parts for repair are difficult to obtain.

The following questions are meant to assist in the assessment of the condition of the elevator(s) at your facility.

1. The number of floors served for each of the following **passenger** elevator types is:

☒ Not Applicable

[Traction](#)

[Hydraulic](#)

2. The number of floors served for each of the following **freight** elevator types is:

☒ Not Applicable

[Traction](#)

[Hydraulic](#)

3. The quantity of **passenger** elevator(s) requiring repair or replacement for each of the following types is:

☒ Not Applicable

[Traction](#)

[Hydraulic](#)

4. The quantity of **freight** elevator(s) requiring repair or replacement for each of the following types is:

☒ Not Applicable

[Traction](#)

[Hydraulic](#)

5. The quantity of **elevator controller(s)** requiring replacement for each of the following types is:

☒ Not Applicable

[Traction](#)

[Hydraulic](#)

6. The quantity of **elevator cab finishes** requiring replacement for each of the following types is:

☒ Not Applicable

Passenger

Freight

7. Are passenger and freight elevators inspected annually?

☐ Yes

☒ No

8. The work associated with the condition of the building's elevators should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

9. Comments:

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Training Line Office - Training Program Office #2 -
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FCI: 0.1173

Plumbing Fixtures

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

A receptacle in a plumbing system in which water or wastes are collected and ultimately discharged into a sanitary sewage system is known as a [plumbing fixture](#).

The following questions are meant to assist in the assessment of the condition of the plumbing fixtures at your facility:

1. The **quantity** of **plumbing fixtures** requiring replacement because they are worn, damaged or non functioning for each of the following types is:

☒ Not Applicable

<input type="text"/>	Toilets
<input type="text"/>	Urinals
<input type="text"/>	Restroom Sinks
<input type="text"/>	Utility Sinks
<input type="text"/>	Bathtubs
<input type="text"/>	Interceptors (grease trap)
<input type="text"/>	Showers (Built In)
<input type="text"/>	Showers (Prefabricated)
<input type="text"/>	Wash Stations (Gang Wash Centers)
<input type="text"/>	Emergency Eye Washes
<input type="text"/>	Emergency Eye/Shower Stations

2. The **quantity** of **drinking fountains** requiring replacement for each of the following types is:

☒ Not Applicable

<input type="text"/>	Porcelain (Non Refrigerated)
<input type="text"/>	Porcelain (Refrigerated)
<input type="text"/>	Self Contained (Refrigerated)

3. The work associated with the condition of the building's plumbing fixtures should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

4. Comments:



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Accessibility Compliance - Plumbing Fixtures

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Accessibility compliance](#) refers to those plumbing fixtures which are accessible as defined by the Americans with Disabilities Act (ADA) or the Uniform Federal Accessibility Standard (UFAS) or Local Regulations.
Note: Not every fixture or every restroom is required to be made accessible.

The following questions are meant to assist in the assessment of plumbing fixture accessibility compliance at your facility:

1. The quantity of plumbing fixtures requiring replacement due to non-accessibility for each of the following types is:

Specify Quantity Below:

☒ Not Applicable (proceed to the question on the next page)

<input type="text"/>	Toilets
<input type="text"/>	Urinals
<input type="text"/>	Restroom Sinks
<input type="text"/>	Showers (Built In)
<input type="text"/>	Showers (Prefabricated)
<input type="text"/>	Drinking Fountains

2. The work associated with the condition of the building's non-accessible plumbing fixtures should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
3. Comments:

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FCI: 0.1173

Domestic Water Distribution

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The system for providing water in a building at needed locations, by means of a network of pipes, is known as a [domestic water distribution](#) system. Often times the type of piping used in the Domestic Water Piping System is easiest to see where it connects to the water meter.

The following questions are meant to assist in the assessment of the condition of the domestic water distribution system at your facility:

1. The majority of the domestic water piping is:
 - ☒ [Copper](#)
 - ☐ [Galvanized](#)
 - ☐ [Fine thread brass](#)
 - ☐ [Lead lined](#)
2. Are there any active leaks associated with the domestic water system?
 - ☐ Yes _____ How many leaks are there?
 - ☒ No
3. Are there adequate [isolation/cutoff valves](#) installed throughout the building? This is usually determined when there is a leak and the water needs to be shut off at the Main Valve.
 - ☒ Yes
 - ☐ No _____ How many valves are needed?
4. Do the existing building isolation/cutoff valves operate properly and shut off the supply of water when needed? (These valves are usually located near each plumbing fixture to shut off the water supply to that fixture). When they do not work properly it may be necessary to operate the main building valve to isolate the water to a plumbing fixture.
 - ☒ Yes
 - ☐ No _____ How many valves need repair?
5. Has the domestic water system been tested in the last 5 years for such items as bacteria, lead, or e-coli?
 - ☒ Yes
 - Were the test results acceptable?
 - ☒ Yes
 - ☐ No
 - ☐ No
6. The type of domestic hot water heaters/converters requiring replacement because they are inoperable, provide insufficient hot water, are leaking or rusted is:
 - ☒ Not Applicable / No Cost to Repair
 - ☐ [Electric](#)
 - ☐ [Natural Gas](#)
 - ☐ [Fuel Oil](#)
 - ☐ [Steam](#)

7. The work associated with the condition of the building's domestic water distribution should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:

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FCI: 0.1173

Sanitary Waste

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Sanitary waste](#) refers to the network of pipes within a building dedicated to the discharge of human excrement and/ or household wastes. This waste is discharged into a sanitary sewage (domestic sewage) system.

The following questions are meant to assist in the assessment of the condition of the sanitary waste system at your facility:

1. The majority of the building's sanitary piping system is:
 - ☐ [Hub type \(cast iron\)](#)
 - ☒ [No hub \(cast iron\)](#)
 - ☐ [Galvanized steel](#)
 - ☐ [Plastic/PVC](#)
2. Are there any active leaks associated with the sanitary system?
 - ☐ Yes How many leaks are there?
 - ☒ No
3. The **quantity** of [sanitary ejector \(Sump pump\)](#) sets requiring replacement in the building is:
4. The **linear feet** of sanitary piping requiring replacement is:
5. Where does the sanitary waste discharge?
 - ☐ [Public sewer system](#)
 - Does it back up?
 - ☐ Yes
 - ☐ No
 - ☒ [Septic tank](#)
 - Does it back up?
 - ☐ Yes
 - ☒ No
 - ☐ [Cesspool](#)
 - Does it back up?
 - ☐ Yes
 - ☐ No
6. The work associated with the condition of the building's sanitary waste system should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

7. Comments:

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FCI: 0.1173

Storm Water System

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Storm system](#) refers to a system of horizontal and vertical pipes on the interior or exterior of a building used to carry rainwater from the roof to either the ground or a site drainage system (i.e. roof gutters, roof drains and downspouts).

Note: Buildings with a flat roof generally have drains in the center of the roofs where storm water drainage piping is connected.

The following questions are meant to assist in the assessment of the condition of the storm system at your facility:

1. The majority of the building's storm system piping is:

- ☐ [Hub type \(cast iron\)](#)
☐ [No hub \(cast iron\)](#)
☐ [Galvanized steel](#)
☒ [Plastic/PVC](#)

2. Are there any active leaks associated with the storm system piping?

- ☐ Yes Number of leaks
☒ No

3. The **quantity of storm ejector (sump pump) sets** requiring replacement because they are unreliable, inoperable or are old in the building is:

0

4. The **quantity of roof drains** requiring replacement because the [strainer over the pipe](#) is missing, damaged or plugged up is:

0

5. The **linear feet of storm piping** requiring replacement because it is leaking, damaged or showing signs of corrosion is:

0

6. The **linear feet** of the following types of **gutters and downspouts** requiring installation or replacement because they are non-existent, leaking, damaged or showing signs of corrosion is:

☒ Not Applicable / No Cost

Aluminum

Copper

Lead coated copper


Steel

7. The work associated with the condition of the building's storm water system should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months

- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:



Training Line Office - Training Program Office #2 -
Building-wfo

FCI: 0.1173

Boilers

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Boilers / Furnaces](#) are devices designed to provide heating hot water, air, or steam for the purposes of providing heating in a building. The heating is accomplished by means of natural gas, fuel oil, natural gas *and* fuel oil or electricity.

The following questions are meant to assist in the assessment of the condition of the boiler(s) / furnace(s) at your facility.

1. Is the building equipped with a boiler / furnace?

☐ Yes

☒ No (proceed to the question on the next page)

2. The total nominal MBH, for each of the following boiler(s)/furnace(s) is/are:

Note: BTU or British Thermal Unit is a unit of heat and MBH is the abbreviation for a Thousand BTU's Per Hour. The MBH Output Rating for the boiler/furnace is put on a plate or name tag on the unit, usually located near the units' serial number.

[Natural Gas](#)

[Fuel Oil](#)

[Natural Gas and Fuel Oil \(Dual Fuel Capable\)](#)

[Electric \(kW\)](#)

3. Are there presently any leaks, steam or water, associated with the boiler(s) / furnace(s) (check each one that applies)

☐ Steam leaks

☐ Hot water leaks

☐ Furnaces (including Exhaust Gas Leaks)

4. The building's boiler(s) / furnace(s) adequately heat your space:

☐ Yes

☐ No

5. The work associated with the condition of the building's boilers should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

6. Comments:

Training Line Office - Training Program Office #2 -
Building-wfo

FCI: 0.1173

Chillers, Condensing Units and Packaged Cooling

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Chillers, Condensing Units and Packaged Cooling Equipment](#) refers to pre-engineered systems containing refrigerant or other media used in conjunction with air handlers to condition (cool) air in a building.

The following questions are meant to assist in the assessment of the condition of the chillers, condensing units or packaged cooling equipment at your facility.

Note: The size of this type of equipment is expressed in Nominal Tons. The unit of measure is BTU/h, or British Thermal Units per hour where each ton equals the cooling effect of 12,000 BTU/h. One way to find out the tonnage of a unit is from the model number on the nameplate. Tonnage is usually (but not always) the first and/or second number in the model number. Your facility maintenance staff or local service company can help you determine the size of the cooling equipment as well.

1. The building's cooling system consists primarily of (Check the one that best applies):

- ☐ Not Applicable (proceed to the question on the next page)
- ☐ [chillers,](#)
- ☐ [condensing units](#)
- ☒ [packaged cooling systems](#)

2. The building's cooling equipment is:

- ☒ Always capable of conditioning the space even on the warmest of days.
- ☐ Capable of conditioning the space although on the warmest of days although it seems to not maintain the comfort level.
- ☐ Incapable of maintaining the conditioning of the facility.
- ☐ Has exceeded its useful service life and needs to be replaced, which would be indicative of many breakdowns and trouble with getting the cooling equipment repaired. Equipment which is in excess of 21 years old may have exceeded its BOMA, (Building Owners & Managers Association) building system useful life and should be considered for replacement.

3. The **quantity** of each size **chiller** requiring replacement is:

☒ Not Applicable

<input type="text"/>	100 Ton	<input type="text"/>	600 Ton
<input type="text"/>	200 Ton	<input type="text"/>	1,000 Ton
<input type="text"/>	400 Ton	<input type="text"/>	1,500 Ton

4. The **quantity** of each size **condensing unit** requiring replacement is:

☒ Not Applicable

<input type="text"/>	2 Ton	<input type="text"/>	15 Ton
<input type="text"/>	4 Ton	<input type="text"/>	20 Ton
<input type="text"/>	6 Ton	<input type="text"/>	25 Ton
<input type="text"/>	8 Ton	<input type="text"/>	30 Ton
<input type="text"/>	10 Ton	<input type="text"/>	40 Ton
<input type="text"/>	12 Ton	<input type="text"/>	50 Ton

5. The **quantity** of each size **packaged cooling unit** requiring replacement is:

☒ Not Applicable

Up to 5 Ton

Up to 15 Ton

Up to 10 Ton

Up to 20 Ton

6. The work associated with the condition of the building's chillers, condensing units and packaged cooling equipment should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

7. Comments:

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Training Line Office - Training Program Office #2 -
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FCI: 0.1173

Cooling Towers

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Cooling Towers](#) refers to pre-engineered galvanized, fiberglass or stainless steel structure, which utilizes outside air to lower the temperature of returned condenser water in a building equipped with chiller.

The following questions are meant to assist in the assessment of the condition of the cooling tower(s) at your facility.

1. Is the building equipped with a cooling tower(s)?
 - ☐ Yes
 - ☒ No (Proceed to the question on the next page)
2. Are there presently any **leaks** associated with the cooling tower(s)?
 - ☐ Yes How Many?
 - ☐ No
3. Have the cooling tower(s) been **over-hauled**, including motors and baffles, in the last 5 years?
 - ☐ Yes
 - ☐ No

How many of each of the following tonnage ranges require **overhaul**? **Note:** Information regarding the size of the cooling tower(s) will likely be found on the mechanical drawings for the facility and is seldom on the equipment name plate.

Quantity	Tower Tonnage
<input type="text"/>	0 - 50 Tons
<input type="text"/>	51 - 100 Tons
<input type="text"/>	101 - 300 Tons
<input type="text"/>	301 - 1000 Tons

4. The building's cooling tower(s) is/are:
 - ☐ Always provides adequate condenser water temperature(s) to the chiller(s), even on the warmest of days.
 - ☐ Usually provides adequate condenser water temperature(s) to the chiller(s), although on the warmest of days, condenser water temperature(s) do not meet the requirements of the chiller(s).
 - ☐ Incapable of meeting the condenser water temperature requirements of the chiller(s) during the cooling season.

Approximately how many additional tons are required? **Note:** If a study exists that identifies the additional tonnage needed, then use that value. Otherwise a median estimate of a 30% increase over the current capacity would be reasonable.
EXAMPLE: Current installed cooling tower capacity at the facility is 200 tons. 30% of 200 tons (0.30 x 200) = 60 additional tons required.

- ☐ Has exceeded its useful service life and needs to be replaced, which would be indicative of many breakdowns and trouble with getting the cooling equipment repaired. In addition, if the equipment has exceeded 20 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association) and replacement should be considered.

How many of each tonnage range should be **replaced**?

Quantity	Tower Tonnage
<input type="text"/>	0 - 50 Tons
<input type="text"/>	51 - 100 Tons
<input type="text"/>	101 - 300 Tons
<input type="text"/>	301 - 1000 Tons

5. The work associated with the condition of the building's cooling towers should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

6. Comments:

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FCI: 0.1173

HVAC Piping

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The system for providing chilled water, heating hot water, steam/condensate in a building at needed locations, by means of a network of pipes and valves, is known as [HVAC Piping](#).

The following questions are meant to assist in the assessment of the condition of the HVAC piping at your facility.

1. The majority of the mechanical piping infrastructure is:
 - ☒ Not Applicable (proceed to the question on the next page)
 - ☐ Copper
 - ☐ Steel
 - ☐ Galvanized
2. The approximate square foot area in which the mechanical piping infrastructure requires replacement is:
3. Are there any active leaks associated with the mechanical piping infrastructure?
 - ☐ Yes How many leaks are there?
 - ☐ No
4. Are there adequate [isolation valves](#) installed throughout the building to isolate each individual device? Note: This is usually determined when a leak occurs and the water needs to be shut off at the Main Valve.
 - ☐ Yes
 - ☐ No How many isolation valves are needed?
5. Do the existing building isolation valves operate properly or are they leaking or stuck in one position?
Note: You are not being asked to find or operate the valves; only to report on knowledge that you already have regarding the valves.
 - ☐ Yes
 - ☐ No How many valves do not operate properly?
6. The work associated with the condition of the building's HVAC piping should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
7. Comments:

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FCI: 0.1173

Circulation Pumps

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Circulation Pumps refers to a system of pre-engineered motors and pumps used to circulate a variety of liquids, including domestic water, chilled water, condensing water, heating hot water, etc., throughout a building's piping distribution system.

The following questions are meant to assist in the assessment of the condition of the circulation pumps at your facility.

1. The number of pumps requiring replacement in the following horsepower sizes is/are:
Note: There is usually a nameplate on the motor that indicates the horsepower (HP) rating of the motor. Pumps that are leaking, do not operate, or are constantly requiring maintenance should be considered for replacement.

☒ Not Applicable (proceed to the question on the next page)

	Under 2 HP
	Between 2 and 5 HP
	Between 5 and 10 HP
	Between 10 and 20 HP
	Between 20 and 30 HP
	Greater than 30 HP
	Simplex Condensate Receiver Pump
	Duplex Condensate Receiver Pumps

2. The work associated with the condition of the building's circulating pump(s) should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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FCI: 0.1173

Ductwork and Terminal Devices

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Ductwork and Terminal \(End\) Devices](#) refers to a system of prefabricated sheet metal, pre-engineered air boxes, cooling and heating fan coil units, heat pumps, radiators and air conditioning units to provide a delivery of pre or post conditioned air to a building.

The following questions are meant to assist in the assessment of the condition of the ductwork and terminal devices at your facility.

1. The building's distribution system consists primarily of (Check the one that best applies):
 - ☐ Not Applicable (proceed to the question on the next page)
 - ☐ [VAV \(Variable Air Volume\) Boxes](#)
 - ☐ [CV \(Constant Volume\) Boxes](#)
 - ☐ [Fan Coil Units](#)
 - ☐ [Heat Pumps](#)
 - ☒ [Window or Through-The-Wall Air Conditioning Units](#)
 - ☐ [Radiators or Perimeter Fin Tube Radiation \(Steam or Heating Hot Water\)](#)
2. The building's distribution system is/are:
 - ☒ Always capable of conditioning the space.
 - ☐ Capable of conditioning the space although on the most extreme of days it seems to not maintain the comfort level.
 - ☐ Incapable of meeting the conditioning requirements and the comfort level of the facility during the cooling season.
 - ☐ Has exceeded its useful service life and needs to be replaced, which would be indicative of many breakdowns and trouble with getting the cooling equipment repaired. In addition, if the equipment has exceeded 25 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association) and replacement should be considered.
3. Has the building's ductwork been cleaned within the last 15 years? If you are unaware of the last time please look at the exhaust and return duct openings and they should be fairly clean and not caked up with dirt. If they are very dirty this would be indicative of ducts that may need to be cleaned:
 - ☐ Not Applicable
 - ☒ Yes
 - ☐ No
4. The work associated with the condition of the building's Ductwork and Terminal (End) Devices should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
5. Comments:

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FCI: 0.1173

Temperature Control

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Devices designed for regulating heating and air-conditioning flow or temperature settings are referred to as [controls](#). A thermostat that is connected to a heating or air conditioning system is an example of a control mechanism.

The following questions are meant to assist in the assessment of the condition of the control in your facility.

1. The majority of the temperature controls are:
 - ☐ Not Applicable (proceed to the question on the next page)
 - ☐ [Pneumatic Controls](#)
 - ☒ [Electric Controls \(Low Voltage\)](#)
 - ☐ [Pneumatic / Electric Controls](#)
 - ☐ [Direct Digital Controls \(DDC\)](#)
2. The condition of the building's temperature controls are:
 - ☒ Control instruments are operative. System response time to control adjustments is short. The controls never require repair or maintenance work. The control looks to be in good condition with all dials clear and legible, and controls functioning smoothly.
 - ☐ Control instruments are operative. System response time to control adjustments is short. The controls require moderate repairs. The control's casing is loose, wiring is hanging out, or adjustment pieces do not function properly. Some repair work is required to make it appear to be like new.
 - ☐ Control instruments are not fully operative. System response time to control varies between short intervals and long waits. The controls require repeated repair work. The control's casing is loose, wiring is hanging out, or adjustment pieces do not function properly. A considerable amount of repair work is required.
 - ☐ The controls pose a danger to occupants. Shorting occurs, or exposed wiring may cause sparks to occur. Alternatively, the controls do not work at all and occupants do not have a means for adjusting heating and cooling temperatures within their space. Replace all controls. In addition, if the equipment has exceeded 20 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association) and replacement should be considered.
3. The work associated with the condition of the building's controls should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:

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FCI: 0.1173

Air Handling Units

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Air Handling Unit\(s\)](#) refers to a system of prefabricated sheet metal, coil(s), pipes, fan(s) and fan motor(s) used to provide conditioned air to a building. This question applies to centralized/whole building heating and cooling Air Handling units and not to decentralized units as described in the question "Ductwork and Terminal Devices". Your service or maintenance personnel should be able to help you determine what type of Air Handling Units you have in your building.

The following questions are meant to assist in the assessment of the condition of the air-handling units at your facility.

1. What **type** are the majority of the Air Handlers in the building?:
 - ☒ Not Applicable (proceed to the question on the next page)
 - ☐ [Variable Air Volume \(VAV\) Units](#)
 - ☐ [Constant Volume \(CV\) System Units](#)
2. Are there presently any leaks associated with the [air handling unit coils](#) ?
 - ☐ Yes | How many coil leaks are there?
 - ☐ No
3. The building's air handling unit(s) is/are:
 - ☐ Always capable of circulating air evenly throughout the building space.
 - ☐ Capable of circulating air evenly throughout the building space for the most part, maintaining the comfort level except during periods of extreme weather.
 - ☐ Incapable of meeting the conditioning requirements to maintain the comfort level of the facility.
 - ☐ Has exceeded its useful service life and needs to be replaced, which would be indicative of many breakdowns and trouble with getting the equipment repaired. In addition, if the equipment has exceeded 20 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association) and replacement should be considered.
4. The work associated with the condition of the building's air handling units should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
5. Comments:

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FCI: 0.1173

Ventilation Systems

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Devices designed for exhausting or introducing outside air for the purpose of air quality and environmental control are referred to as [ventilation systems](#).

The following questions are meant to assist in the assessment of the ventilation system(s) at your facility.

1. Does the ventilation system equipment operate reliably or provide sufficient air exchanges to maintain air quality? Typical indicators of poor air quality include stagnant air, odors or excessive CO2 levels.

Note: This equipment is typically located on the roof or on a sidewall of the facility.

☒ Yes

☐ No

2. The work associated with the condition of the building's ventilation systems should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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FCI: 0.1173

Laboratory Hoods

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Devices designed for exhausting hazardous gases or materials to the outside for the purpose of maintaining a working environment, air quality, and environmental control are referred to as [laboratory hoods](#).

The following questions are meant to assist in the assessment of the laboratory hood(s) at your facility:

1. Is the building equipped with laboratory hood(s)?
 - ☐ Yes
 - ☒ No (proceed to the question on the next page)
2. Have the laboratory hoods been inspected and or calibrated within the past 18 months?
 - ☐ Not Applicable
 - ☐ Yes
 - ☐ No How many were not calibrated?
3. The total linear feet of laboratory hood(s) requiring replacement because they are damaged, inoperable or no longer perform as needed is:
4. The work associated with the condition of the building's laboratory hood(s) should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
5. Comments:

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FCI: 0.1173

Sprinklers and Standpipes

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Sprinklers and standpipe\(s\)](#) refer to a pre-engineered system of piping, valves, heads, and sometimes pumps, which are designed to deliver a predetermined quantity of water to aid in the extinguishing of a fire.

The following questions are meant to assist in the assessment of the sprinklers and standpipe(s) your facility.

1. Is the building presently equipped with a **sprinkler system**?

☐ Yes - The building is completely covered with a sprinkler system.

☒ No How many square feet (area) are **not** covered by a sprinkler system?

2. Is the building presently equipped with a **standpipe system**?

☐ Yes, Yes, there is a standpipe connection on each floor above the second floor (a place where the fire department can connect their hoses).
Or the building is less than 3 floors.

☒ No How many floors above the second floor do **not** have a standpipe?

3. Portable fire extinguishers are intended as a first line of defense to cope with fires of limited size. They are needed even if the property is equipped with automatic sprinklers, standpipe and hose, or other fixed protection equipment.
Fire extinguishers are required to be inspected when initially placed in service and thereafter at approximately 30-day intervals. You can determine if the fire extinguishers are being inspected regularly by looking at the inspection tag attached to the Fire Extinguisher. Are they being **inspected** monthly?

☒ Yes

☐ No How many fire extinguishers need to be **inspected**?

4. Are portable fire extinguishers maintained annually (this can be determined by looking at inspection tag attached to the Fire Extinguisher)?

☒ Yes

☐ No How many fire extinguishers need **maintenance**?

5. Have fire extinguishers been **removed and not replaced**?

☐ Yes How many fire extinguishers have been **removed and not replaced**?

☒ No

6. Do you have an ADP (Automated Data Processing) Center?

☐ Yes ☒ No

Does it have a dedicated Fire Suppression system?

☐ Yes ☐ No

If 'No', what is the Square foot area of the room?

7. The work associated with the condition of the building's sprinkler and standpipe system should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:

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FCI: 0.1173

Electrical Service

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The term [electrical service](#) refers to electrical power provided to the building from the utility company, or other service provider.

The following questions are meant to assist in the assessment of the condition of the electrical service at your facility:

Note: Your electrical service company may need to be contacted to assist in the completion of the following questions.

1. The electrical service is:

- ☐ Not Applicable (proceed to the question on the next page)
- ☒ No particular issues and you are unaware of any limitations on the use of electricity because of a lack of capacity from the electric service provided.
- ☐ Specifically requested to reduce their electrical use due to a lack of capacity from the electricity service provider.
- ☐ Told no additional load can be added to the facility because there is insufficient capacity for more electrically powered equipment in the facility.
- ☐ Aged and has exceeded its useful service life, and needs to be replaced. Usually if electrical equipment that has exceeded 30 years of service, is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). Often equipment in this condition have circuit breakers that "trip" on occasion. In addition, if there has been a need for significant amounts of maintenance or equipment failures have occurred, then replacement would be warranted.

2. The work associated with the condition of the building's electrical service should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

3. Comments:

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FCI: 0.1173

Electrical Distribution

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The method of providing electrical power within a facility or building, where required, by means of a system of electrical equipment including, but not limited to, distribution [switchboard](#) , [motor control center\(s\)](#) , [panel board \(s\)](#) , feeder wiring and conduit supplying power to equipment.

The following questions are meant to assist in the assessment of the condition of the electrical distribution at your facility.

1. The [distribution switchboard](#) is:
 - ☐ Not Applicable (proceed to the next question)
 - ☒ The distribution switchboard has extra spaces for circuit breakers and you are unaware of any restrictions of adding more equipment in the building.
 - ☐ The distribution switchboard has few if any spaces for more circuit breakers and you are unaware of any restrictions on the current use of electrical equipment in the facility.
 - ☐ The distribution switchboard has no additional circuit breaker spaces and at times circuit breakers would trip.
 - ☐ Has exceeded its useful service life and needs to be replaced. Usually if electrical equipment has exceeded 30 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). Often equipment in this condition have circuit breakers that "trip" on occasion. In addition, if there has been a need for significant amount of maintenance or equipment failure which has occurred then replacement would be warranted.
2. Has the [switchboard](#) been serviced within the last 3 years?
 - ☒ Yes
 - ☐ No
3. The [motor control center\(s\)](#) is/are:
 - ☒ Not Applicable
 - ☐ The motor control center(s) has extra spaces in the motor control center for more starters/breaker positions and you are unaware of any restrictions of adding more equipment in the building.
 - ☐ The motor control center(s) has few if any spaces in the motor control panels for more starters/breaker positions and you are unaware of any restrictions on the current use of electrical equipment in the facility.
 - ☐ The motor control center(s) has no additional spaces so no additional equipment can be added and potentially circuits breakers/ overloads and on occasion the equipment would trip.
 - ☐ Has exceeded its useful service life and needs to be replaced. Usually if electrical equipment has exceeded 30 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). In addition, if there has been a need for significant amount of maintenance or equipment failure which has occurred then replacement would be warranted.
4. Has/have the [motor control center\(s\)](#) been serviced within the last 3 years?
 - ☐ Yes
 - ☐ No
5. The [panel board\(s\)](#) is/are:
 - ☐ Not Applicable

- ☒ The panel board(s) has extra spaces for circuit breakers and you are unaware of any restrictions of adding more equipment in the building.
- ☐ The panel board(s) has few if any spaces in the electrical panels for more circuit breakers and you are unaware of any restrictions on the current use of electrical equipment in the facility.
- ☐ The panel board(s) are full and no additional equipment can be added in the facility and potentially circuit breakers would on occasion trip.
- ☐ Has exceeded its useful service life and needs to be replaced. Usually if electrical equipment has exceeded 30 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). In addition, if there has been a need for significant amount of maintenance or equipment failure which has occurred then replacement would be warranted.
6. Has the [panel board\(s\)](#) been serviced within the last 3 years?
- Note: The term serviced refers to having a qualified electrician perform tests and inspection, which may include an infrared survey of the electrical equipment.
- ☒ Yes
- ☐ No _____ Quantity of panelboards to be inspected.
7. The work associated with the condition of the building's electrical service should be performed:
- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
8. Comments:

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FCI: 0.1173

Lighting and Power

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

Lighting and branch wiring refers to the system of light fixtures, outlet devices including light fixture outlets, power receptacles (electrical wall outlets), [lighting controls \(switches\)](#), and the wiring for this equipment.

The following questions are meant to assist in the assessment of the condition of the lighting and power at your facility:

1. The majority of the building's lighting is:
 - ☐ Not Applicable (proceed to the question on the next page)
 - ☒ Adequate and contains [T8 lamps](#)
 - ☐ Adequate but should be upgraded from T8 lamps to [T12 lamps](#) for energy conservation
 - ☐ Adequate but light fixture lenses/reflectors are aged
 - ☐ Inadequate and additional lighting is required in the building
 - ☐ Up to 25% of the building's square foot area
 - ☐ Between 25-50% of the building's square foot area
 - ☐ Between 50-75% of the building's square foot area
 - ☐ 75 + % of the building's square foot area
 - ☐ Completely inadequate and should be replaced
 - ☐ Has exceeded its useful service life and needs to be replaced. This is usually indicative of fixtures that are routinely being repaired due to failure of components in the fixture.
2. The majority of the building's [branch circuit power system](#) is: (Pick one that best describes your facility)
 - ☒ The work areas have little or no need for extension cords to bring electrical service to perform a task because there are sufficient outlets in the work areas.
 - ☐ The work areas do not have any additional circuit breaker positions in the electrical panels boards and the available outlets are well utilized.
 - ☐ The work areas use extension cords to meet the tasking requirements of the users:
 - ☐ Up to 25% of the building's square foot area
 - ☐ Between 25-50% of the building's square foot area
 - ☐ Between 50-75% of the building's square foot area
 - ☐ Between 75 + % of the building's square foot area
 - ☐ The situation where there are many extension cords and where the circuit breakers in the panels trip if additional electrical service is needed.
 - ☐ Has exceeded its useful service life and needs to be replaced. Usually if electrical wiring has exceeded 40 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). In addition, if there has been a need for significant amounts of maintenance or equipment failure which has occurred then replacement would be warranted
3. Are electrical cords and cable connections secure and intact?
 - ☒ Yes

- ☐ No
4. Are electrical power strips limited to one per outlet?
- ☒ Yes
- ☐ No
5. The work associated with the condition of the building's lighting and power should be performed:
- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
6. Comments:

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FCI: 0.1173

Fire Alarm System

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The system of control panel, manual pull stations, horns (strobe), speakers, and wiring make up the [fire alarm](#) system.

The following questions are meant to assist in the assessment of the condition of the fire alarm system at your facility.

1. The majority of the building's fire alarm system is:
 - ☒ Not Applicable (proceed to the next question)
 - ☐ In fine working order. Infrequent failures/miss operations occur.
 - ☐ The fire alarm system is not in proper working order. System is erratic and cannot be relied upon and should be repaired.
Note: Erratic would be miss-operations where there was no smoke or fire to initiate the alarm or when there has been something to initiate an alarm and the unit failed to operate:
 - ☐ Up to 25% of the building's square footage
 - ☐ Between 25-50% of the building's square footage
 - ☐ Between 50-75% of the building's square footage
 - ☐ 75 + % of the building's square footage
 - ☐ Inadequate and should be replaced. The system is in routine failure or has failed to operate when it should have been expected to operate.
 - ☐ Has exceeded its useful service life and needs to be replaced. Usually if fire alarm equipment has exceeded 10 years of service, it is generally considered to exceed its useful service life as defined by BOMA, (Building Owners & Managers Association). In addition, if there has been a need for significant amounts of maintenance or equipment failure which has occurred then replacement would be warranted.
2. Is the fire alarm system tested annually?
 - ☐ No
 - ☐ Yes
3. The work associated with the condition of the building's fire alarm system should be performed:
 - ☐ Severity Index 1: Threat is immediate to next twelve months
 - ☐ Severity Index 2: Short term threat within thirteen to thirty five months
 - ☐ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:

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FCI: 0.1173

Emergency Light and Power

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

[Emergency lights](#) refer to those lighting fixtures, which are designed to provide emergency (backup) illumination in the event of power failure.

The following questions are meant to assist in the assessment of the emergency lighting at your facility.

1. Are all exits properly marked with illuminated signage?

☒ Yes

☐ No How many additional signs are required?

2. The quantity of the following types of emergency light fixtures installed is:

☒ Not Applicable / No Cost to Repair

<input type="text"/>
<input type="text"/>
<input type="text"/>

Light fixtures served via an emergency generator

[Self contained single head battery units](#)

[Self contained dual head battery units](#)

[Gel packs connected to existing light fixtures](#)

3. Have the emergency light(s) been inspected and or certified within the past 12 months?

☒ Not Applicable

☐ Yes

☐ No

4. The quantity of the following types of emergency light fixtures requiring replacement and or addition is:

☒ Not Applicable

<input type="text"/>
<input type="text"/>
<input type="text"/>

Light fixtures served via an emergency generator

Self contained single head battery units

Self contained dual head battery units

Gel packs connected to existing light fixtures

5. Are exits at your facility kept free of obstructions?

☒ Yes

☐ No

6. Could exits which have locks on them impede exiting during an emergency?

☐ Yes

☒ No

7. The work associated with the condition of the building's emergency lighting should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:

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FCI: 0.1173

Safety and Environmental Compliance Related Questions

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

1. Has this facility been cited by any regulatory agency (EPA, OSHA, state agency, fire department, etc.) in the past 12 months for environmental or safety issues (e.g., Notice of Violation (NOV) or other adverse finding)?

If so, please describe:

☒ There have been no adverse findings at the facility in the past twelve months.

2. Are there any unsafe conditions currently associated with this building (e.g., overloaded electrical system, structural failure, fire hazards, mold or other organisms, air quality issues, evidence of water damage, etc.)?

If so, please describe:

☒ There are no unsafe conditions currently associated with this building.

3. Are there any potentially hazardous operations / processes with this building or personnel occupying it? For example: personnel moving machinery, welding, working without adequate training or safety gear. Also storage of chemical or flammable liquids, existence of machine or carpentry shops, laboratories, fume hoods, etc.

If so, please briefly describe:

☒ There are no potentially hazardous operations / processes at this building.

4. Is there asbestos or lead-based paint present in this building?

☒ No, there is no asbestos or lead based paint present in the building.

☐ Yes, there is asbestos or lead based paint in the building.

☐ The asbestos or lead based paint in the building has ALL been surveyed or quantified.

☐ Check here if this building is a day care center or residential house.

5. Is there a permit or registration associated with any system in this building (e.g., drinking water, storm water, sewage, tanks, air emissions, emergency power generator, hazardous waste, etc.)?

If so, please list permits and describe:

☒ There is no permit or registration associated with any system in this building.

6. Is there a written Emergency Action Plan or Fire Prevention/Protection Plan that covers this building?

☒ Yes

☐ No

7. Has there been a fire drill or Shelter-in-Place drill in the last 12 months?

☒ Yes

☐ No

8. Have personnel been assigned responsibility for environment & safety compliance in this building?

☒ Yes, personnel have been assigned responsibility for environmental and safety compliance.

☐ The assigned personnel have been trained for their environmental or safety compliance responsibilities.

☐ No, personnel have not been assigned responsibility for environmental and safety compliance.

9. Is there any indication that there has ever been an oil, fuel, or chemical spill on the grounds associated with this building?

If so, please describe, include the chemical spilled/released, approximate quantity and date of spill/release.

☒ No, there is no indication that there has ever been an oil, fuel or chemical spill on the grounds associated with this building.

10. Do you plan to build any structure at your facility in the next 12 months?

Please briefly describe the structure and its use:

☒ No, there is no plan to build a structure at our facility in the next 12 months.

11. Do you have, store, or use hazardous materials including pesticides in this building?

☐ Yes, we store or use hazardous materials.

☐ We have an inventory of such materials.

☒ No, we do not store or use any hazardous materials or pesticides in this building.

12. Have any storage tanks been installed either aboveground (AST) or underground (UST) at this building?

Please provide the following information:

Total number of tanks (ASTs, USTs and any other type)

Total storage (gallons) (ASTs, USTs and any other type)

Types of fuels or chemicals stored in above tanks:

Number of tanks by type (example: "2 USTs, 3 ASTs, 1 Other"):

13. Does your facility have, or is it currently developing an Environmental Management System (EMS)?

- ☒ Yes, our facility is developing an Environmental Management System.
- ☐ No, our facility is NOT developing an Environmental Management System.
14. Has your facility eliminated or is it planning to eliminate any chemicals in EPA's Priority Chemical List?
- ☐ Yes, our facility has eliminated or is planning to eliminate all chemical in the EPA's Priority Chemical List.
- ☒ No, our facility has not eliminated and is not planning to eliminate all chemical in the EPA's Priority Chemical List.
15. Has this building eliminated any Class I Ozone Depleting Substances (ODS) during the last year?
- ☐ Yes, this building has eliminated any Class I Ozone Depleting Substances during the last year.
- ☒ No, this building has not eliminated any Class I Ozone Depleting Substances during the last year.
16. Has this facility implemented any energy reduction projects over the last year?
Please describe any energy savings projects, also include estimated annual savings (KWH, gals, ccf, etc.)
-
- ☒ No, our facility has not implemented energy reduction projects over the last year.
17. Is this an LEED (Leadership in Energy and Environmental Design) certified building?
Please briefly explain:
-
- ☒ No, this is not an LEED certified building.
18. Please describe any other Safety or Environmental integrity information that you feel may be relevant to the building:
-

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FCI: 0.1173

Vehicular Pavement

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The term [vehicular pavement](#) refers to the surface material covering adjacent parking and driveway areas located on your facility's site.

The following questions are meant to assist in the assessment of the condition of the adjacent vehicular surfaces to the facility:

1. The square foot area of the following vehicular pavement types requiring crack and/or spalling (where the surface has chipped/broken creating holes) **repair work** is:

☒ Not Applicable

Concrete

Asphalt
2. The square foot area of the following vehicular pavement types requiring **replacement** because it is heavily cracked and/or potholed is:

☐ Not Applicable

Concrete

Asphalt

0

 Gravel Or Loose Stone Covering
3. The work associated with the condition of the building's vehicular pavement should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:

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FCI: 0.1173

Sidewalks, Walkways and Ramps

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The term [sidewalks, walkways, and ramps](#) refers to paths adjacent to the building used for pedestrian traffic.

The following questions are meant to assist in the assessment of the condition of the pedestrian traffic path surfaces:

1. The **square foot area** of sidewalks, walkways, and ramps requiring crack **repair** and/or **spalling** (where the concrete has chipped off) **work** is:

☐ Not Applicable

2000

Concrete

Asphalt

- 2. The **square foot area** of paver or other stone sidewalks, walkways and ramps requiring **re-setting** due to settlement, heaving, or other similar conditions is:

0

- 3. **Replacement** required of sidewalks, walkways, or ramps:

☒ Not Applicable

Concrete (**lineal feet**)

Asphalt (**lineal feet**)

Paver or Other Stone (**square feet**)

- 4. The work associated with the condition of the building's sidewalks, walkways and ramps should be performed:

☐ Severity Index 1: Threat is immediate to next twelve months

☐ Severity Index 2: Short term threat within thirteen to thirty five months

☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

- 5. Comments:

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FCI: 0.1173

Site Fencing

Cost: \$0

Status: Complete

Last Modified: 2007-07-17

The term [fencing](#) refers to area enclosures that encompass the facility or open areas directly adjacent to the facility.

The following questions are meant to assist in the assessment of the condition of the site fencing at your facility:

1. The **linear feet** of [wood](#) fencing requiring **repair** work such as sealing/painting, repositioning, and or slat replacement is:

0

2. The **square feet** of [brick](#) fencing requiring **repair** work such as re-pointing, resetting of bricks and or sealing is:

0

3. The **square feet** of [concrete](#) fencing requiring **repair** work such as crack repair, spalling (where the concrete has chipped off) and or sealing is:

0

4. **Replacement** is needed for the following fencing types:

☒ Not Applicable

[Wood](#) , **Lineal Feet**

[Brick](#) , **Square Feet**

[Concrete](#) (Poured in Place), **Lineal Feet**

[Concrete Masonry Unit \(CMU\)](#) , **Square Feet**

[Metal](#) / Chain Link, **Lineal Feet**

5. The work associated with the condition of the building's site fencing should be performed:

- ☐ Severity Index 1: Threat is immediate to next twelve months
- ☐ Severity Index 2: Short term threat within thirteen to thirty five months
- ☒ Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

6. Comments:

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